## **RSS Guide Outlook**

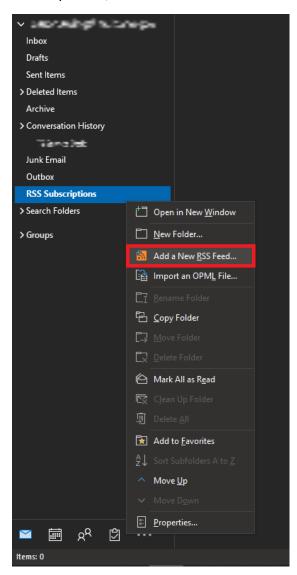
In this guide we will go over how to have RSS Feeds in the Microsoft Outlook app.

## Step 1: Copy URL

Go back to the <u>PUC RSS Page</u>. Do not click the link, as your browser likely does not know what to do with the RSS Feed. Instead, copy the link of the RSS Feed you are interested in. You can do this by either highlighting the line and pressing the "Ctrl" + "c" keys on your keyboard, or right-clicking the mouse button and selecting "Copy" from the menu. Your computer will now save this link.

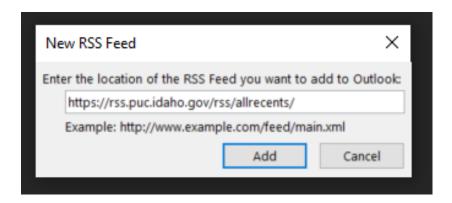
Step 2: Open Outlook and find RSS Subscription area

Open your Microsoft Outlook email. On the left navigation bar, Right-click "RSS Subscriptions", and then click the "Add a New RSS Feed..." button highlighted in red.



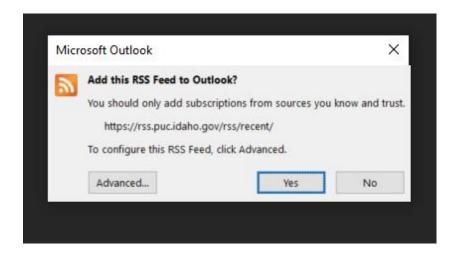
## Step 3: Add RSS Feed

A pop-up will appear, asking for the "New RSS Feed" URL to be added. Paste the link on your computer saved in the text input. Next, click the "Add" button below.



Step 4: Confirm RSS Feed

A pop-up will appear, asking for a confirmation to add the RSS. Click the "Yes" button.



Step 5: Confirm that you are following RSS Feed

Congratulations! You are now subscribed to the RSS Feed. At any time you can view all RSS Feed updates from the Public Utilities Commission by opening the "Feed Subscriptions" Folder in your Outlook. The list will show you all recent RSS Feed updates. Clicking on the "View article..." button will bring you to the Public Utilities Commission webpage with more information related to that item.

